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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 6 December 1961

FROM : Deputy Chief, Area Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. Seventh offering of China Familiarization Course, 27 November-1 December, had 10 registrants: D/FE-6, OCI-3, OCR-1, ranging from GS-4 (2) to GS-15 (1), including one each, GS-13 and GS-14. For the first time, top score in the area familiarization test was achieved by a non-FE participant (from OCR), who made 104.5 out of a possible 107 points. A former JOT said the course was outstanding among all the OTR training courses he had had.

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2. Preliminary sorting and classification of my trip slides is continuing, but I am able to begin a series of lunch-time showings [REDACTED] for interested students and LAS staff members. This activity serves as a dry run for me in pinning down what I will want to show and say to later classes. Also, I plan to offer to present this series in Barton or [REDACTED] for D/WH, over the lunch hour. First phase of the series follows my itinerary, focussing on the appearance of places visited, and the second phase will take a topical approach, pointing up living conditions, with cues. Selecting only the most worthwhile slides, however, I estimate that I would have a total of eight 45-minute showings, and will work toward a more practical solution.

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